

City of Seattle
Civil Service Commission
December 14, 2011

APPROVED: FEBRUARY 15, 2012

Call to Order: Commission Chair Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commission Chair Steven Jewell

Commissioner Ellis H. Casson

Commissioner Gregg Hiramawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

- Thomas Fawthrop (SPU) addressed the Commission regarding issues related to the loss of service credit for non-represented employees and requested the Commission address the issue on the agenda at the beginning of the meeting. Mr. Fawthrop requested the Commission consider making it part of the 2012 work plan and post updates and legislation on the Commission website and identify other ways to inform employees of the Commission's activities. Commissioner Casson moved to post legislation on the website and find additional methods for informing employees of activities. Commissioner Hiramawa seconded the motion. The motion passed. Mr. Fawthrop thanked the Commission for its work, being fair, just and balanced.
- Jeff Neuner (SPU) addressed the Commission regarding Span of Control and its impact on employee's service credit. Supervisors with a limited number of direct reports are being moved into other positions, thus risking service credit carryover and loss of bumping rights. The Executive Director will continue to track the number of employees who set up appointments to speak about the issue, and will continue to keep the Commission updated on the issue.

Kim Tran (SCL) addressed the Commission via memo on proposed Personnel Rule 1.1 changes. The Commission will read the memo and take it under advisement.

ACTION ITEMS

1. Approval of Minutes:

Approval of November 16, 2011 Meeting Minutes: Commissioner Hirakawa moved to accept the minutes with amendments. Commissioner Casson seconded the motion. . The motion passed.

2. Review Monthly Case Status Report & Appeal-New, Review & Update:

The Commission reviewed the monthly case status report.

Manion v. Personnel: The Commission Attorney Gary Smith updated the Commission on the status of the Manion v. Personnel Petition for Review.

EXECUTIVE SESSION: The Commission went into Executive Session at 11:00 a.m. to discuss personnel matters. The Executive Session ended at 11:20 a.m.

3. Civil Service and Public Safety Civil Service Commissions Staffing: The Commission discussed the staffing of the newly created Civil Service Commissions' Executive Director position. The effective date of the abrogation on the CSC and PSCSC Ed positions is January 3, 2012. Commissioner Hirakawa moved to have the current CSC Executive Director (ED) as the interim ED at .8 and the Public Safety Civil Service Commission (PSCSC) Executive Director work a .2. until the position is filled. Commissioner Casson seconded the motion. The motion passed. The Commission will hold a telephonic meeting in the next week and invite PSCSC Commissioners to provide input. Commissioner Casson moved to have Commissioner Jewell continue as "Chair" relevant to the staffing transition through January 2012. Commissioner Hirakawa seconded. The motion passed.

- Pam Inch, Manager of City Personnel Employment Services was present and gave the Commission information on the recruitment and selection process.

4. Executive Director 2011 Market Adjustment/COLA/Annual Review-Executive Session: This issue was not addressed. No action was taken, as the position was abrogated.

5. Nomination and Vote for 2012 Commission Chair: Commission Chair Jewell nominated

Commissioner Hiramawa to serve as the 2012 Commission Chair. Commissioner Casson seconded the motion. The motion passed.

DISCUSSION ITEMS

6. Monthly Summit (Budget) Report: The Executive Director reported the budget is on track.

7. Old/New Business/Update/Pending:

Legal Opinion: *Executive Session:* Response to the CSC's questions regarding possible violations of the Open Public Meetings Act by PSCSC. The Commission reviewed the document.

New: 2012 Commission Meeting Dates: The Commission agreed to continue to hold meetings the third Wednesday of each month. Commissioner Hiramawa stated his schedule may not accommodate the third Wednesday. He will notify the Commission if a change of dates will need to occur.

Update: Results of Employee Elections/ Civil Service Commission: Commissioner Jewell was reelected.

Adjourn: The meeting adjourned at 10:25 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2012

Approved By:

/s/ Gregg H. Hiramawa, 2/15/2012

Teresa R. Jacobs
Administrative Staff Assistant

Gregg H. Hiramawa
Commission Chair

Date: _____